



Maryland Judiciary

Job Announcement

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Opening Date:	September 24, 2015	Closing Date:	October 8, 2015
Job Title:	Project Manager	Position Type:	Regular – 70%
PIN:	n16054a	FLSA Status:	Exempt
Location:	District Court Headquarters Engineering & Central Services Annapolis, Maryland	Grade/Salary:	T14 \$48,424 - \$58,092
		Financial Disclosure:	Yes

Essential Functions: The main purpose of this position is to manage day-to-day projects from workstation installation to data cabling and low voltage electrical wiring. The position will assist the Executive Director, Engineering & Central Services, and the Site Evaluation & Implementation Coordinator with assessing connectivity, power, site surveys, PC equipment surveys, and space needs of various court locations and to schedule, coordinate and oversee contractor installations on site. Manage small in-house construction/renovation projects from beginning to completion; establish project scope; coordinate contractors, designers, vendors to ensure scope is met. Write materials, repair, and renovation/replacement specifications for maintenance projects. Coordinate MDEC, renovation, new building activities related to District Court site evaluation between project staff, local court administrators and users, DCHQ, JIS, contractors. Create and submit documentation related to MDEC, renovation, new building connectivity, cabling, and power requirements. Coordinate, as appropriate, related installation to ensure deadlines are met, adhering to project standards and guidelines. Work with MDEC project team, DCHQ, vendors, and JIS to ensure mutual understanding of project/task requirements and assignments. Provide predetermined status reports including project progress, key milestones, and tasks accomplished, etc. Participate in status update meetings with DCHQ project team. All other duties as assigned.

Education: High School Diploma or GED

Experience: Five years of related work experience in Project management in the area of construction, cabling and data communications, installation, testing and troubleshooting of cabling systems and infrastructure components.

Preferred: Bachelor's Degree

Skills/Abilities: Ability to communicate effectively with District Court personnel, building owners, project managers, architects, engineers. Ability to read and interpret construction/architectural plans/technical design. Ability to work independently. Knowledge of existing building codes, handicap codes (ADA). Experience and understanding with cable and infrastructure installation and coordinating projects, including installing, configuring, and implementing data network connectivity and related hardware (racks, cabling). Experience with large-scale cabling projects and knowledge of data communications and application systems. Experience creating and reading blueprints and cabling diagrams.

Background in fundamental data network technologies (e.g. LAN/WAN, network protocols, wireless networks). Experience with Microsoft Office products such as Word, Visio, Excel and PowerPoint. Ability to travel throughout Maryland to the various District Court locations as required. Ability to recognize and quickly learn changes in technical and regulatory requirement as pertaining to design and construction of capital projects.

All applicants must complete a Maryland Judiciary Employment Application, with original signature or typed signature (in any font) to be considered for this position.

Maryland Judiciary
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